

SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

TRIAL RULES

Department PS1

(Effective February 18, 2020)

All trial counsel, including self-represented litigants, shall comply with the following requirements:

1. **Jury Fees.** Non-refundable jury fees of \$150.00 are to be deposited per CCP § 631 et. seq. *Failure to comply with this requirement will result in a forfeiture of the party's right to a jury trial.* At commencement of trial, and each day of trial thereafter, counsel are directed to pay their share of the daily jury fees and court reporter fees directly to the clerk's office and provide a copy of the receipt to the courtroom assistant.
2. **Motions in Limine.** Motions in limine shall be filed with the court and served so opposing counsel receives them on or before 4:00 p.m. three (3) weeks prior to the date of trial. All motions in limine shall be numbered consecutively. Before and after filing motions in limine, the parties shall meet and confer in an effort to (1) reach stipulations resolving disputes over the admissibility of evidence and (2) limit the contested motions in limine to a manageable number for the court to decide. Counsel filing motions in limine must include in each motion a summary of efforts to meet and confer on that specific motion. Failure to meet and confer prior to filing motions in limine may result the court declining to consider motions in limine, an OSC re sanctions, or both.

Oppositions to all motions in limine shall be filed with the court and served so opposing counsel receives them by 4:00 p.m. at least 10 days prior to the date of trial.

3. **Joint Documents.** No later than two (2) weeks prior to trial, the parties shall meet and confer regarding a proposed joint statement of the case, joint witness list, joint exhibit list, proposed jury instructions, proposed verdict forms, and a joint timeline chart for an accurate trial time estimate. The parties shall prepare and exchange the following: (1) a neutral non-argumentative joint statement of the case suitable for reading to the venire panel [if applicable]; (2) a joint witness list which includes the name, place of residence and occupation of each witness, a brief description of the subject matter of each witness's testimony, the party calling that witness, a timeline in hours (not days) reflecting time estimates for direct, cross, and re-direct examination for each witness, and any special scheduling problems or special requirements; (3) a joint exhibit list; (4) proposed jury instructions [if applicable]; (5) proposed verdict forms or special verdict forms (see Paragraph 6 below for

additional requirements concerning the proposed jury instructions and verdict forms and special verdict forms) [if applicable]; and (6) a joint timeline chart including a time estimate in hours (not days) for all of the following for each party: opening statements, closing statements, direct, cross, and re-direct examination of each witness, and a total of all of the above time estimates in order to arrive at a realistic overall time estimate of the trial in hours.

The parties are to file/submit these joint documents to the court by 4:00 p.m. one (1) week prior to the date of trial. At the same time these documents are filed/submitted, the parties are to email a courtesy copy of these joint documents to the Courtroom Assistant (Lucero.Zuniga@riverside.courts.ca.gov) and to deliver to Department PS1 one tabbed binder containing all of these joint documents. The parties may use the Local Rule 3401 Binder Guidelines (available at <https://www.riverside.courts.ca.gov/Divisions/Civil/Local%20Rule%203401%20Booklet.pdf?rev=01-30-2020-02:08:14pm>) Failure to file/submit these joint documents and courtesy copies to the Court may result in an Order to Show Cause re sanctions.

4. **Pre-Trial Good Faith Declaration/Trial Briefs.** On or before 4:00 p.m. the 5th calendar day before trial, lead trial counsel for each party (or all lead counsel for all parties jointly) shall file with the court and serve a declaration confirming that the requirements set forth in items No. 2 and No. 3 above have been completed in good faith. The declarations shall also set forth a concise statement of all agreed upon issues as well as a concise statement of any unresolved issues, including, but not limited to, issues related to the authentication and/or admissibility of any exhibits and the admissibility of any anticipated testimony. All trial briefs must be filed and served on or before the date the pre-trial good faith declaration is filed and served. The brief must not exceed 20 pages, inclusive of attachments.
5. **Trial Exhibits/Deposition Transcripts.** The parties shall jointly prepare, and be fully prepared to lodge with the court on the first day of trial a sufficient number of sets of exhibits so that the court, the courtroom assistant, witness, and all counsel will have a copy. A flash drive containing all exhibits is to be brought for the Court Reporter's use. Every page of the exhibits is to be pre-indexed, organized numerically, bates stamped and tabbed. Exhibits are to be on 8½ x 11 in. paper and shall be placed in 3-ring binders. Exhibit sets shall be numbered consecutively using the numbers designated as required in paragraph 3 above. Deposition transcripts which may be read or referred to at trial must be lodged with the court on the first day of trial; absent an agreement of all counsel/parties, the transcripts must be original/certified.

Department PS1 has an ELMO projector for counsel's use to present photos, charts, and other exhibits. The courtroom has hook-ups available, but all parties will need to provide their own cables to connect to the court's system.

6. **Jury Instructions/Verdict Forms.** The parties are to submit the following documents related to proposed jury instructions and verdict forms:
- (1) All agreed upon proposed jury instructions with no blanks and no brackets: with text only in a format suitable to give to the jury;
 - (2) All proposed jury instructions in dispute (not agreed upon) with no blanks and no brackets: with text only in a format suitable to give to the jury, with pocket briefs by each party as to why their version is more appropriate for use;
 - (3) All agreed upon proposed verdict form(s) and/or special verdict form(s): with text only in a format suitable to give to the jury;
 - (4) All verdict form(s) and/or special verdict form(s) in dispute (not agreed upon): with text only in a format suitable to give to the jury, along with pocket briefs by each party as to why their version is more appropriate for use; and
 - (5) A disposition table showing each jury instruction and verdict form and special verdict form ("verdict forms") proposed by any party and indicating the following: (1) the party proposing the jury instruction or verdict form; (2) whether the other parties agree or disagree with the proposed jury instruction or verdict form; (3) whether the court agrees to give the proposed jury instruction or verdict form as proposed; (4) whether the court agrees to give the instruction or verdict form as modified; and (5) whether the court declines to give the proposed jury instruction or verdict form.
7. **Trial Hours.** The court expects to hear trials Monday through Thursday from 10:00 a.m. to noon and from 1:30 p.m. to 4:30 p.m.
8. **Doe Defendants.** If not already dismissed, at the close of trial evidence the court will, without further notice, dismiss all fictitiously named defendants.